

ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
INSTRUCTIONS FOR CERTIFICATE OF COURSE APPROVAL
CONTINUING EDUCATION/DISTANCE LEARNING/PRELICENSE COURSE (ED-102-CE/DL/PE)

Course content approved by the ADRE must be directly related to professional real estate practice and adhere to the specific guidelines as stated in the current A.R.S §32-2135 and A.A.C. R4-28-402, as well as serve to protect the public interest by providing relevant education to real estate licensees professional practice of real estate.

A.A.C. R4-28-101 "**Distance learning course**" means a course of instruction outside a traditional classroom situation consisting of computer-based interactive instructional material, requiring completion in the credit hours specified. A course that requires a student to read text, listen to audio tapes, or view video material without student participation, feedback, and remedial instruction is not a distance learning course.

The following are examples of courses deemed as unacceptable topics for approval for continuing education credit: Prospecting for Leads/Listings/Buyers; Social Media; Computer and/or Internet; Negotiation Techniques; Body Language Interpretation; Managing Personal Budget; Home Decoration; Landscaping; Identity Theft Protection; Stress Management; Personal Marketing; Interpersonal Communication; Positive Thinking; Time Management; Safety. Other topics not listed may also be deemed unacceptable.

Overview of Course Application Requirements

- Review A.A.C. R4-28-402 for course content categories. Approvals will not be granted for any course material that does not adhere to these guidelines.
- Original live course applications must be received by ADRE no less than 30 days prior to the first course presentation. Distance learning course applications must be received by ADRE no less than 90 days prior to the first course presentation.
 - **Only ADRE approved schools may submit a request for Course and/or instructor approvals.**
 - **All instructors listed on application must have a current Instructor number, except for presenters and panelists for one-time presentations.**
- Only a completed application, with a detailed course outline, with time allocations, including a Desired Instructional Outcome, and the Attestation signed by an authorized School Administrator, will be accepted for processing (refer to www.azre.gov Education FAQ on "Who Can Sign a Course Application"). Prelicense course outlines must adhere to the "Outline of Prescribed Curriculum" as found at www.azre.gov.
- The application **must** describe any teaching materials and/or aids used, including any student handouts and textbook titles. **Please do not submit hard copies of instructional material to ADRE.**
- A "credit hour" is 50 minutes of instruction, which shall include student participation/interaction, and at least one other method of instruction. (A.A.C. R4-28-101)
- **Sale or promotion of products or services are not permitted during instructional time, but is permitted prior to or after class, or during breaks. Lender programs presented in class must be generic programs offered through other lenders, and not proprietary to the presenting lender.**
- The school may advertise a course, before its approval, only as "pending approval."
- A.R.S §32-2135 License Time-frames, allow ADRE 30 days to process live education applications.
- A.R.S §32-2135 License Time-frames, allow ADRE **90** days to process distance learning education applications.
- See A.A.C. **R4-28-103 and Table 1** for course application processing time-frames. If deficiencies continue to exist after the overall time-frame period, the course approval will be denied.
- Salesperson Prelicense, Broker Prelicense and contract writing pursuant to A.R.S. § 32-2124(L) courses shall be held in a "live classroom setting," as an individual course, by an individual instructor, in an individual classroom.
- A.R.S. §32-2135(E) states, in pertinent part: "The commissioner may determine minimal content requirements for approving educational courses....".
- A.R.S. §32-2135(F) states, in pertinent part: "For a live classroom course, the applications shall include a course outline with sufficient detail to clearly identify the scope and content of the course. The outline shall state a desired instructional outcome for the course." A detailed course outline of the proposed course material must be submitted as part of the application. For each three-hour course or course segment, the submitted course outline, at a minimal, must be at least two pages, double-spaced, in 12 point type, that clearly identifies the nature of the subject matter and topics, including time allocated, with enough detail that the course content may be evaluated for appropriateness and approval category. The desired instructional outcome shall state an objective unique for the proposed course and relevant to the course content as set forth in the outline. The course outline applies to distance learning courses pursuant to A.A.C. R4-28-402 (B) and (D). Refer to the course outline example included in instructions below.

Instructions not a part of the Application; do not file with ADRE

- Minimum of 3 hours in each category to qualify for continuing education. A.A.C. R4-28-402.
- Maximum of 9 hours per day for continuing education. A.A.C. R4-28-401(E). Maximum of 10 hours per day for prelicensing education. A.A.C. R4-28-402 (C).
- Webinar courses do not qualify for approval since the current statutes and rules around course approvals does not provide authority for the ADRE to consider webinar courses.

Course Outline and Objectives

EXAMPLE

Time	Topic	Objective	Teaching Method
5	Introductions		
15	Department Overview - Org chart of who's who in the Education Department	Explain the course approval process	Lecture
30	Review Course Applications	Differentiate between forms ED102-, ED-104 and ED-105	Lecture
10	Break		
15	Review what steps to take when developing a course outline	List at least 3 items that should be included in a Course Outline	Lecture
15	Introduce the SMART process of writing course objectives	Describe what make a good objective	Lecture
10	Review Sample Course Outlines	Distinguish between a well developed course outline and a poorly written course outline	Group Exercise
20	Break out Session – Assign groups course topics and have them develop Objectives.	Demonstrate writing course objectives	Group Exercise
10	Break		
30	Discuss Copyrighted Issues	Identify	Lecture
10	Review		Instructor lead Question Session
15	Question & Answer Session		Group Questions
10	Evaluations	Evaluate Course	Student Activity

185 minutes total, less 5 minutes for introductions, 20 minutes for breaks and 10 minutes for course evaluations = 150 minutes of instruction = 3 credit hours

For distance learning courses, include time allotments for each module of instruction or in 50-minute intervals with stated learning objectives for each module.



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APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Continuing Education/Distance Learning/Prelicense Education (ED-102 – CE/DL/PE)
Review the Checklist and Instructions Prior to Submitting this Form

COURSE INFORMATION

1. Course Title: _____				Date Submitted: _____	
2. Approval Requested for: <input type="checkbox"/> New Course—Recurring <input type="checkbox"/> Renew Approval (filed before expiration) <input type="checkbox"/> New Course--One-Time Only <input type="checkbox"/> Revised Course				Total No. Credit Hours Requested: 	
3. If applicable, ADRE course number _____ Previously approved for this same submitting School? <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. Desired Instructional Outcome (a descriptive summary of the course, its objective, and its application to protection of the public interest): 					
5. School's Legal Name: Address: _____		Phone#: _____		Email Address: _____	
6. School License No.: _____			School Exp. Mo/Year _____		
7. Regular Business Hours: _____ a.m. or p.m. through _____ a.m. or p.m.					
8. Days of Week with Regular Business Hours (Check all that apply): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday					
9. Arizona Practices. Does the entire course content clearly and exclusively identify Arizona Practices when it covers areas of practice, law, administrative code, custom or the standard of care? <input type="checkbox"/> Yes <input type="checkbox"/> No					
10. Approved Instructor (s) who will teach or continue to teach this course:					
Instructor Name (Live Classroom)	Instructor/Developer Name (Distance Learning)	Sponsor School	Approved For This Course Category?	ADRE Instructor Number	Exp. Date.
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
11. Guest Speakers and Panelists (Attach Bio), if applicable If more names, list on separate sheet and checkbox here <input type="checkbox"/>					
Name		Name		Name	
a.	b.	c.			
12. Is student required to pass a comprehensive test to receive credit? No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes, attach copy with answer key)					

SPECIFIC COURSE SUBJECTS

13. ☐ **6 Hour Contract Writing A.R.S. § 32-2124(L) must be titled Contract Writing or Introduction to Contract Writing**
Course Category Qualifier: 3 hours Contract Law and 3 hours Real Estate Legal Issues

Yes ☐ No ☐ Participation in drafting contracts to purchase real property

Yes ☐ No ☐ Listing agreements

Yes ☐ No ☐ Lease agreements

Note: Does not qualify for Distance Learning Courses

14. ☐ **3 Hour Broker Management Clinic (BMC) A.R.S. §32-2136. The title must include the words “Broker Management Clinic”** (Special instructor requirements apply for approval to teach a BMC. Certified BMC instructors are listed at www.azre.gov).

Course Category Qualifier: 3 hours Commissioner’s Standards

This BMC primarily addresses: ☐ Sales Activities ☐ Property Management ☐ Both

Yes ☐ No ☐ This proposed BMC minimally includes instruction on department audits and on the obligations and responsibilities of designated brokers.

Yes ☐ No ☐ This proposed BMC additionally addresses the following:

Yes ☐ No ☐ Trust fund accounts

Yes ☐ No ☐ Advertising and promotions

Yes ☐ No ☐ Employment agreements

Yes ☐ No ☐ Contracts

Yes ☐ No ☐ Fiduciary duties

Yes ☐ No ☐ Material disclosures

Yes ☐ No ☐ Department investigations

Yes ☐ No ☐ Risk management

Yes ☐ No ☐ Employee supervision

Yes ☐ No ☐ Broker responsibilities

Yes ☐ No ☐ Related topics such as _____

15. ☐ **90 Hour Broker Pre-license**

☐ **90 Hour Salesperson Pre-license**

(When applying for The 90 hour pre-license course utilize the Outline of Prescribed Curriculum as provided at www.azre.gov for mandatory course content and apply time allotments).

Note: Does not qualify for Distance Learning Courses

COURSE CATEGORY QUALIFIER

**16. Course Category Qualifier
A.A.C R4-28-402**

(Course content must meet the requested category type, check all that apply)

☐ **Agency Law** The majority of class material must concern both:

☐ Agency relationships

☐ Agency Disclosure

☐ **Contract Law**

The majority of class material must concern the contract formation and implementation, or the results of contract use, including:

Yes ☐ No ☐ Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges

Yes ☐ No ☐ Contract writing

Yes ☐ No ☐ Required disclosures, problem-solving, and law and rule requirements

Yes ☐ No ☐ Recent court decisions and case law studies

Yes ☐ No ☐ Breach of contract issues

Yes ☐ No ☐ Legal, ethical and agency considerations, procedures, and disclosures

Yes ☐ No ☐ Accommodating current financing procedures, requirements, and options

☐ **Commissioner’s Standards**

The majority of class material must relate to license laws, including:

Yes ☐ No ☐ Article 26 of the Arizona Constitution

Yes ☐ No ☐ A.R.S. Title 32, Chapter 20, and A.A.C. Title 4, Chapter 28, which includes trust accounts, recordkeeping, license requirements, exemptions to licensure, commission payments, recovery fund provisions, development requirements, processes for public reports for and sale of subdivided and un-subdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary action and hearings

Yes ☐ No ☐ A.R.S. Title 44, Chapter 10, Article 3.1, Trade Names and Business Practices

<p><input type="checkbox"/> Disclosure</p> <p>The majority of class material <u>must</u> concern the following:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Licensee's disclosure obligations to client and others</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Seller's and buyer's disclosure obligations to each other</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Common material facts warranting disclosure, and liability for failure to disclose</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Avoiding inadvertent non-disclosures</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Transaction documents that should be reviewed</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Common "red flags" in a real estate transaction</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowner associations and buyers' obligations to homeowner associations; and</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Advising buyers and sellers of common "red flags."</p>
<p><input type="checkbox"/> Fair Housing</p> <p>The majority of class material <u>must</u> concern equal opportunities in housing, including:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Housing developments</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Deed restrictions</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Affordable housing</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Elder housing</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Zoning, local ordinances, and disclosures</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Commercial and residential concerns</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Administrative procedures and business practices</p>
<p><input type="checkbox"/> Real Estate Legal Issues.</p> <p>The majority of class material <u>must</u> concern existing real estate law, including:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Sources of real estate law (constitutions, statutes, zoning, common), and the legal system</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Land and its elements (air, mineral rights, real and personal property)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Easements, fixtures, land descriptions, ownership, deeds, and building restrictions</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Case law studies, real estate fraud, disclosure law, interstate and international real estate</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Commission issues and forms of business ownership</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowners Association regulations</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Real Estate Settlement Procedures Act (RESPA); AND Yes <input type="checkbox"/> No <input type="checkbox"/> Environmental issues</p>
<p><input type="checkbox"/> General Real Estate</p> <p>The majority of class material <u>must</u> concern real estate practice, and does not fall within any other credit category, including:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Appraisal methodology</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> General finance, use of financial calculators, mathematics, and managing cash flow</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> History of development in metropolitan areas; and</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Introduction to property management</p>
<p><input type="checkbox"/> Business Brokerage</p> <p>The majority of class material concerns business brokerage, including:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Business brokerage basics including introducing licensees to business brokerage, associated terminology, marketing, prospecting, listing, pricing, closing practices, the use of contracts related to and unique to business brokerage</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> The application of business brokerage contracts</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Business valuations and appraisals, and establishing an in-depth review of proper business valuation techniques for small, medium, and large businesses</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Tax structure and considerations, tax law, and policy including subjects such as financing tools available, options available</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Tax implications</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Accounting for business brokers</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Agency in business brokerage, the use of contracts related to and unique to business brokerage, and the application of business brokerage contracts</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Disclosure issues in business brokerage, including common "red flags" in a business opportunity transaction</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Advising buyers and sellers of common "red flags."</p>

17. Complete course outline, formatted as follows (See example in instructions.)

Time (minutes)	Topic	(Include this Column only if Applicable) Page & Item No. of Corresponding Item on Prescribed Outline	Objective (The student will be able to....)	Teaching Method

LIVE CLASSROOM INSTRUCTION

Complete and include **Addendum A (1 page)**

DISTANCE LEARNING INSTRUCTION

Complete and include **Addendum B (2 pages)**

Addendum A - Live Classroom

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL Review the Checklist and Instructions Prior to Submitting this Form

1. Instruction Methods (Check all that apply) <input type="checkbox"/> Lecture <input type="checkbox"/> Round-table <input type="checkbox"/> Discussion <input type="checkbox"/> Role Playing <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Panel Q & A <input type="checkbox"/> Quiz <input type="checkbox"/> Case Studies <input type="checkbox"/> Class Exercise <input type="checkbox"/> Other (Describe in outline)
2. Teaching Aids (Check all that apply) <input type="checkbox"/> Text(s) <input type="checkbox"/> PowerPoint <input type="checkbox"/> Flip Chart/Whiteboard <input type="checkbox"/> Quiz <input type="checkbox"/> Internet/Software <input type="checkbox"/> DVD/Video Total Class% _____ <input type="checkbox"/> Other (Describe): _____ <input type="checkbox"/> Handout(s) (Describe): _____
3. Class Location: _____ Date: _____ Time: _____ This application does not serve as the required 14 day notice [A.R.S. § 32-2135-(G)(1)] visit www.azre.gov to submit notice.
4. School Attestation <ul style="list-style-type: none">• By my signature below I attest that I have reviewed and hereby approve of the submitted course application, outline and any other course materials. I have further reviewed and approve each proposed instructor's qualifications and credentials. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to A.R.S. §§32-2135(C) and 32-2153(A)(26). I attest that:• The course content adheres to A.A.C. R4-28-402.• The course content serves to protect the public interest.• The course content is intended to benefit and promote professional real estate practice.• The course content is appropriate for professional real estate education, reflects current real estate practices or methods, is consistent with the proposed instructional materials and can be taught in the allotted time as stated in the application.• Each named proposed instructor for this course is knowledgeable in the requested course category or categories, and is or will be an ADRE-approved instructor at the time of presentation.• The course content is, and will remain, accurate and in accordance with all applicable statutes and rules;• All instructional materials used by students reflect current content and real estate practice, and contain no significant errors, in content, typography or grammar.• I further understand that "The course may not be taught if the content ceases to be current or is substantially changed." A.R.S. §32-2135(F).• I understand that in the event there has been any misrepresentation or willful omission in this application or any attachments, any approval, which may be granted, is subject to suspension or revocation at any time. Administrators Name (printed): _____ Title: _____ Administrators Signature: _____ Date: _____

Addendum B - Distance Learning Course

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL Review the Checklist and Instructions Prior to Submitting this Form

1. Instruction/Delivery Methods (Check all that apply) <input type="checkbox"/> Computer <input type="checkbox"/> Internet <input type="checkbox"/> Audio-Visual <input type="checkbox"/> Other (Describe in outline)	
a. Computer Lab: Are two copies of the program on a CD or ZIP cartridge in executable format if a computer lab course is included with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Internet Access Permissions: Are two passwords/Internet access permissions, or one password valid for access twice? <i>The access and program disks shall not expire for at least four years.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Passwords/Permissions: Login(s) 1a. _____ 2a. _____ Password(s) 1b. _____ 2b. _____	
c. Audio/Video Program: Two copies of the audio, video or audio/video program and a description of the delivery method and equipment requirements are included? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Instructional Methods (Check all that apply) <input type="checkbox"/> Text <input type="checkbox"/> Graphics <input type="checkbox"/> Voiceover <input type="checkbox"/> Photos <input type="checkbox"/> Video <input type="checkbox"/> Interactivity <input type="checkbox"/> End-of-Module Diagnostic Assessments (Quizzes) <input type="checkbox"/> Final Examination	
3. Security Measures/Protocols. Are security measures/protocols in place to ensure that the person taking the course is the registered student, that includes a required field for the ADRE license number (or other option for unlicensed student) and an attestation from each student verifying same? <input type="checkbox"/> Yes <input type="checkbox"/> No Security Measures/Protocols Description: _____ _____ _____	
4. Hardware and/or Software Failure. A plan is in place for dealing with a hardware and/or software failure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Information: Name _____ Phone # _____ Email _____	
5. Instructor and/or School Administrator Contact Information. Does each page of the course clearly indicate the contact information if student needs assistance from an ADRE approved instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Information: Name _____ Phone # _____ Email _____	
6. Computer Support Contact Information. Does each screen of the course clearly indicate <u>contact information</u> if student needs assistance from instructor or for hardware and/or software problems? <input type="checkbox"/> Yes <input type="checkbox"/> No	

COURSE TIME VERIFICATION

7. Module Minimum. Does the course contain a minimum of 5 modules per 3 credit hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. 50-Minute Rule (Intervals). Does course comply with 50-minute per credit hour rule (A.A.C. R4-28-101)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Verifiable Course Timers. Does the course program have verifiable course timers in each module?	<input type="checkbox"/> Yes <input type="checkbox"/> No

INTERACTIVITY/QUIZZES/FINAL DIAGNOSTIC ASSESSMENT/REMEDiation

10. Interactivity. Are there a minimum of 5 instances of interactivity within each module? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11. Quiz Question. Does the course contain a minimum of 25 end-of- module quiz questions for each 3 hours of the course? <input type="checkbox"/> Yes <input type="checkbox"/> No			
12. Quiz Question Pass Score. Do quizzes include an 80% minimum pass score? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13. Final Diagnostic Assessment. Does the course contain a minimum of 25 questions on the final diagnostic assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
14. Final Diagnostic Assessment Pass Score. Does the final diagnostic assessment include an 80% minimum passing score? <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Quiz and Final Diagnostic Assessments. Do quizzes and final diagnostic assessment include randomized questions and/or answers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. Remediation. Does the course program include: 1) repetition of each module if a student is deficient in a diagnostic assessment; and 2) continuous repetition of the module until the student understands the content material? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. AVAILABILITY OF INSTRUCTOR(S) (Required) One or more ADRE approved instructor(s) or school administrator(s) as approved for this course will (MUST) be available on the school's premises/course location or by telephone during the school's regular business hours (at a minimum) or, if an internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
18. Other Course Certification(s): Is the course certified by another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Course No. _____ and Certifying Authority: _____ If more certifications, list on separate sheet, attach to application, and checkbox here <input type="checkbox"/>			
19. Other State Approval: Is the course approved for real estate credit in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, list states: _____			
a.	b.	c.	d.
20. School Attestation By my signature below, I attest that I have reviewed and hereby approve of the submitted course application, outline and any other course materials. I have further reviewed and approve each proposed instructor's and/or author's qualifications and credentials. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to A.R.S. §§32-2135(C) and 32-2153(A)(26). I attest that: <ul style="list-style-type: none"> The course content adheres to A.A.C. R4-28-402. I have reviewed A.A.C. R4-28-402(D) I certify that the distance learning course will be administered according to statutes, rules and substantive policy statement(s). I hereby affirm that all of the information given in this application is true and correct to the best of my knowledge and belief. The course content serves to protect the public interest. The course content is intended to benefit and promote professional real estate practice. The course content is appropriate for professional real estate education, reflects current real estate practices or methods, is consistent with the proposed instructional materials and is taught in the allotted time as stated in the application. Each proposed instructor and/or author for this course is knowledgeable in the requested course category or categories, and will be an ADRE-approved instructor at time of presentation or authoring, whichever is sooner. The course content is, and will remain, accurate and in accordance with all applicable statutes and rules. All instructional materials used by students reflect current content and real estate practice, and contain no significant errors, in content, typography or grammar. I further understand that "The course may not be taught if the content ceases to be current or is substantially changed." A.R.S. §32-2135(F). One or more ADRE approved instructor(s) or school administrator(s) as approved for this course will be available on the school's premises/course location or by telephone during the school's regular business hours (at a minimum) or, if an Internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school. I understand that in the event there has been any misrepresentation or willful omission in this application or any attachments, any approval, which may be granted, is subject to suspension or revocation at any time. 			
Administrators Name (print): _____ Title: _____			
Administrators Signature: _____ Date: _____			

1 through 17 and 20 Required
18 and 19 Optional